

# ACADEMIC STANDING - GRADUATE STUDENT

Good academic standing indicates that the student is meeting university and program requirements and is making satisfactory progress towards his or her degree. The definition of satisfactory performance and progress toward completion of the degree may differ among degree programs; therefore, it is imperative that each graduate program have these requirements in writing and distribute them to graduate students. The academic performance and progress of each student should be reviewed at least annually. Students who fail to meet requirements should be provided with a written explanation of performance expectations and a timetable for correction of deficiencies.

## Grading

Graduate students are expected to maintain a minimum 3.000 grade point average (GPA).<sup>1</sup> A graduate student who receives more than 8 credit hours of grades lower than B (3.000) is subject to dismissal. A graduate student who receives more than 4 credit hours of grades lower than C (2.000) is also subject to dismissal. Some programs impose higher standards.

Courses taken for satisfactory/unsatisfactory (S/U) grades are counted toward completion of degree requirements. Grades of S (satisfactory) are awarded credit hours, but do not affect the GPA. Grades of U (unsatisfactory) are recorded as attempted hours, and are counted as F (0.000) grades in computing GPA. Grades below C (2.000) are not counted toward completion of requirements for any advanced degree, but are counted in computing GPA. Courses taken for audit (AU) are not counted toward fulfilling minimum degree requirements, and do not affect GPA. Grades of IN (Incomplete), IP (In Progress) and W (Withdrawal) are not used in computing GPA. Undergraduate course credits are not counted toward completion of any advanced degree. A change by a graduate student from one department or program to another does not eliminate the grades received under the first enrollment from the student's GPA.

<sup>1</sup> Refer to the College of Podiatric Medicine's section in the University Catalog for GPA expectations for students seeking the Doctor of Podiatric Medicine degree.

## Progress Toward Degree Completion

All graduate students are expected to meet university and program requirements, and to make systematic progress toward completion of their degree. This progress includes satisfying the conditions listed below, and achieving the requirements set by the individual degree program. If a student fails to satisfy the requirements of his or her degree program and/or the conditions outlined below, the student may be dismissed from the program.

1. Maintain status as a degree-seeking student by registering for at least 1 graduate credit that contributes to degree requirements (as determined by the graduate program) each calendar year or by taking an approved leave of absence. Courses taken for audit and course withdrawals will not be counted as fulfilling the minimum enrollment requirements. Meeting this minimum enrollment requirement does not guarantee the student will meet the minimum requirements of other programs, offices or agencies.
2. For doctoral students, comply with the time limits for passing candidacy (five years from first enrollment) and for passing the

final oral examination (five years from candidacy). Individual degree programs may have shorter time limits.

3. Satisfy the maximum time limit for graduation (six years from first enrollment for master's students, 10 years from first enrollment for doctoral students entering with a bachelor's degree, nine years from first enrollment for doctoral students entering with a master's degree). Individual degree programs may have shorter time limits.

In addition to the performance and progress made upon the conditions listed above, individual degree programs will review student performance in the fulfillment of the degree program's requirements. Consideration may include, but is not limited to, such factors as performance during informal coursework and seminars, research capability and performance, professional standards of conduct and the number of grades of AU (Audit), IN (Incomplete), IP (In Progress) and W (Withdrawal) on a student's record.

## Review Of Academic Performance

Each graduate program should review the academic performance and progress of its students, according to university and program requirements, at least once per academic year. Reviews may result in one of four outcomes (six outcomes for students in the College of Podiatric Medicine<sup>1</sup>):

- **Dismissal:** The student has failed to meet requirements.
- **Probation:** The student's performance and/or progress is unsatisfactory.
- **Warning:** The student's performance and/or progress falls slightly below expectations.
- **No action:** The student's performance and progress are satisfactory.
- **Good standing:** College of Podiatric Medicine student meeting course and program expectations and not carrying any failures on his her transcript.
- **Dean's list:** College of Podiatric Medicine full-time student earning a 3.500 current grade point average for the fall and spring semesters with no grade below a C or S (Satisfactory).

<sup>1</sup> College of Podiatric Medicine students are ranked at the end of each semester according to their overall grade point averages. Ranking is done on an individual basis by class year.

## Dismissal - Academic

Review of a student's performance and progress may result in a recommendation for academic dismissal.<sup>1</sup> Recommendations for dismissal must be transmitted by the head of the graduate program to the dean of the academic college, along with a written explanation of the recommendation. The final decision rests with the academic college dean, who is responsible for providing the student with written communication regarding the decision. The Office of the University Registrar is notified by the academic college dean, and the student is removed immediately from the graduate program.

At the College of Podiatric Medicine, determinations for dismissal are made in accordance with the grading policy. The final decision rests with the Academic Appeals Committee. The director of student academic services is responsible for providing the student with written communication regarding the decision. The Office of the University Registrar is notified by the director of student academic services, and the student is removed immediately from the graduate program. For more

information on that college's policy for dismissal, refer to the College of Podiatric Medicine section of the University Catalog.

<sup>1</sup> A student on an official leave of absence cannot be recommended for probation or dismissal.

## Dismissal - Non-Academic

In certain programs in which professional success depends upon factors other than those measured by normal evaluations in coursework, a program has the right to dismiss a student who is not likely to succeed professionally despite meeting academic requirements.<sup>1</sup> Such expectations for performance must have been communicated to students in writing at the time of admission. Recommendations for dismissal must be transmitted by the head of the graduate program to the dean of the academic college, along with a written explanation of the recommendation. The final decision rests with the academic college dean, who is responsible for providing the student with written communication regarding the decision. The Office of the University Registrar is notified by the academic college dean, and the student is removed immediately from the graduate program.

<sup>1</sup> A student on an official leave of absence cannot be recommended for probation or dismissal.

## Probation

Review of a student's performance and progress may result in a recommendation for probation.<sup>1</sup> Probation may be recommended for a student who deviated suddenly and substantially from program expectations, for a student who was previously issued a warning and did not correct the deficiency that caused the warning, or for a student who was previously issued a warning and corrected the deficiency but failed additional performance requirements. A graduate program may recommend numerous semesters of probation for a student, but only one semester may be recommended at a time.

Recommendations for probation must be transmitted by the head of the graduate program to the dean of the academic college, along with a written explanation of the recommendation. Recommendations must include expectations for future performance and a timetable for the correction of deficiencies. The final decision rests with the academic college dean, who is responsible for providing the student with written communication regarding the decision and expectations for future performance. The Office of the University Registrar is notified by the academic college dean, and the student is placed immediately on probation.

Students on probation will be reviewed by the program at least once each semester. The review may result in return to good academic standing, continued probation or dismissal from the program. To return to good academic standing, the student must have corrected the deficiency that caused the probation decision, as well as continued to meet other program and university requirements. Coursework used in raising the student's grade point average must be a part of normal degree requirements and must be approved in advance by the program.

When a review results in the determination that a student should return to good academic standing, the student's name and the recommendation must be transmitted by the head of the graduate program to the dean of the academic college. If the academic college dean accepts the recommendation, the student will be placed in good academic standing.

<sup>1</sup> A student may not be appointed or reappointed as a graduate assistant while on probation. A student on an official leave of absence cannot be recommended for probation or dismissal.

## Warning

A warning may be issued to a student if the student's performance and/or progress falls slightly below expectations (e.g., failure to make timely progress on thesis or dissertation; overall grade point average is above 3.000, but term grade point average is below 3.000). Warnings are documented by the graduate program and may be communicated to the academic college dean, but are not reported to the Office of the University Registrar. The student is provided with written communication regarding the warning, including expectations for future performance and a timetable for the correction of deficiencies.

## No action

If a student's performance and progress are satisfactory, the program may provide the student with written communication regarding his/her satisfactory performance and progress in the degree program.

## Good Standing

A student in the College of Podiatric Medicine who is enrolled in course offerings leading to the D.P.M. degree is considered to be in good standing if he/she is meeting course and/or program expectations and is not carrying any failures on his/her transcript.

## Dean's list

A student in the College of Podiatric Medicine earning a 3.500 current grade point average for the fall and spring academic semesters and no grade below a C or S (Satisfactory) in all course/rotation work will be cited as a Dean's List honors student at the end of each semester. No student taking less than a full course load will be eligible for the Dean's List.

## Dismissal Appeal

A student who is dismissed has the right to appeal the decision. Appeals must follow the process outlined in the university's administrative policy and procedure for student academic complaints.

For dismissal appeal procedures in the College of Podiatric Medicine, refer to that college's section in the University Catalog.

## Reinstatement

A student who has been dismissed from a graduate program normally may not be reinstated for work in the student's former program, or readmitted in any other program or coursework. However, after one year as a dismissed student, application for reinstatement or readmission may be made based upon evidence that former academic weaknesses have been appropriately addressed. If the pertinent department and the college dean agree that another opportunity should be provided, conditional admission will be granted.

**College of Podiatric Medicine:** Students who are reinstated are placed on academic probation with a notation on their transcript, until outstanding failures have been satisfactorily resolved. Students who are officially dismissed from the college for any other reason are not eligible for readmission consideration at any time. Any student who has been officially dismissed two times from the college is ineligible for readmission consideration at any time. For more information on the

policy and procedures in that college, refer to the College of Podiatric Medicine section of the University Catalog.